



PY 2020-2021
Homeless Grants Program
APPLICATION INSTRUCTIONS

Applications **must be received by** 1:00 PM on Friday, February 28, 2020.

Application forms are available at the City of Knoxville's Housing and Neighborhood Development (formerly Community Development) Department located on the 5th floor of the City-County Building or at www.knoxvilletn.gov/development

No matter which method of delivery an agency chooses (U.S. mail, courier, hand delivery, or other), it is the agency's responsibility to ensure that the application is received by the deadline.

Be sure to label any envelope with "City of Knoxville Housing & Neighborhood Development Department" as Knox County also has a Community Development Department in the City/County Building and mail has been misdirected before.

In person: 400 Main Street, Suite 515, Knoxville, TN 37902

Mailing Address: P.O. Box 1631, Knoxville, TN 37901

A **mandatory** Technical Assistance (TA) Workshop for all Homeless Grants applicants will be held:

Friday, February 7, 2020, at 9:00 AM
Public Works Service Center
3131 Morris Avenue
Knoxville, TN 37909

Applications from agencies not attending this workshop will not be considered for funding.



NOTE: The Homeless Grants Program follows the standards of the Emergency Solutions Grant (ESG) Program. Updated information on ESG regulations and program components can be found at www.hudhre.info. An excel spreadsheet is also included in the application packet (online at knoxvilletn.gov/development under “Current Grant Opportunities”) that shows a brief description of the ESG Program Components and their requirements.

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Section 1: General Information

Homeless Grants Program Essential Information

The Homeless Grants Program follows the standards of the Emergency Solutions Grant (ESG) Program. The ESG program provides funding to: Engage homeless individuals and families living on the street; Improve the number and quality of emergency shelters for homeless individuals and families; Help operate these shelters; Provide essential services to shelter residents; Rapidly re-house homeless individuals and families; and Prevent families and individuals from becoming homeless.

At the City's discretion, applications may be awarded with City general funds or Emergency Solutions Grant (ESG) funds through the U.S. Department of Housing and Urban Development (HUD). If it is determined that the application will be funded with ESG funds, the applicant(s) will be notified of the additional information required and associated deadlines.

Eligible Applicants

The City of Knoxville is seeking non-profit agencies to carry out activities that work collaboratively with community efforts to reduce and prevent homelessness in the City of Knoxville, a priority goal under its PY 2020-2024 Consolidated Plan.

Please see Part I. of the Homeless Grants Application – Threshold Requirements for a full listing of requirements. More generally, non-profit and other public agencies designated as a 501 (c) (3) or 501 (c) (4), and provide services inside the city of Knoxville, are eligible to apply for Homeless Grants funds. Each applicant must have the authority to submit the application and to carry out the proposed activity/project pursuant to its charter and by-laws.

Eligible Projects/Activities

Eligible activities provide homelessness services through one (or more) ESG Program Component Category(ies): Street Outreach; Emergency Shelter; Rapid Re-Housing; and Homelessness Prevention. Each of these Component Categories is a high priority objective in the City of Knoxville's PY2020-2024 Consolidated Plan. See the Excel spreadsheet for a description of the requirements of each Component Category that will be used to determine project

eligibility. If an agency is submitting a request for activities in more than one Component Category, (for example Street Outreach and Rapid Re-housing), applicants will complete the associated worksheets for each, in the agency's one application.

Mandatory Technical Assistance Workshop

Prior to submitting an application, all agencies are required to attend a Technical Assistance (TA) Workshop conducted by City staff. The Homeless Grants TA Workshop is scheduled for 9:00 AM on Friday, February 7, 2020, at the Public Works Service Center, 3131 Morris Avenue, Knoxville, TN 37909.

Funding

All Homeless Grants funded-agencies (aka subrecipients) shall comply with 2 CFR part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

The Homeless Grants program is operated on a reimbursement-only basis. The City of Knoxville will not advance funds, and agencies expending funds prior to July 1, 2020, (or outside of the agreement period between the City and agency) will not be reimbursed. Homeless Grants subrecipients may submit invoices for reimbursement monthly.

Matching Funds

All projects, whether locally- or HUD ESG-funded, are required to provide and document dollar for dollar (\$1:\$1) matching funds. Match may come from cash, in-kind services or donations, or a combination of cash and in-kind sources. For more information on matching fund requirements, see www.hudhre.info.

Funding Release/Agreements

Since the City may not know the amount of local funds nor the HUD ESG allocation prior to the release of its Draft Annual Action Plan, estimates of recommended funding, typically based on the current program year allocation, may be used. Annual Action Plans submitted to HUD must have actual dollar amounts for each recommended ESG-funded activity/project, and these recommendations are approved by Knoxville City Council before submission. HUD must then approve the City's submitted Annual Action Plan with its recommendations for funding. Local fund awards will be known when Knoxville City Council passes its budget. All Homeless Grants subrecipients shall have agreements with the City of Knoxville, however, depending upon funding level, not all agreements require Knoxville City Council approval.

ESG funding is *anticipated* to be available on or around July 1, 2020. While all ESG-funded activities/projects should be designed to begin then, the City may decide to wait for HUD approval of its Annual Action Plan before executing an agreement with an ESG-funded agency.

All Homeless Grants-funded activities/projects are expected to conclude by June 30, 2021.

Homeless Management Information System (HMIS)

All Homeless Grants subrecipients are required to participate in the local Homeless Management Information System (KnoxHMIS). Participation in an approved, comparable database is acceptable if the agency is a domestic violence service provider receiving Violence Prevention and Services Act (FVPSA), Office for Victims of Crime (OVC), or Office on Violence Against Women (OVW). For more information see: <https://www.hudexchange.info/resource/5743/hmis-when-to-use-a-comparable-database/> and <https://www.hudexchange.info/programs/hmis/hmis-requirements/>

KnoxHMIS is a linked database that helps providers of services, shelter, and housing for people experiencing homelessness to coordinate services. KnoxHMIS provides community-wide data on homelessness, as well as reporting information and measurements of success for individual agencies.

Performance

Homeless Grants subrecipients will be evaluated on their agreements in two main ways – progress on accomplishment goals and funding expenditures to meet their goals. Quarterly performance reports with KnoxHMIS-generated data are required for all activities/projects, as are completion reports. Request for reimbursement invoices from the agency to the City are used in conjunction with performance reports to measure progress toward meeting both the goals of the activity/project and expenditures. Timely expenditure of funds is expected, as spelled-out in each agreement, as are the costs being necessary and reasonable to accomplish goals. Additional reporting and/or information may be required depending on the scope of the activity/project.

The City conducts monitoring of Homeless Grants subrecipients in two ways – desk-monitoring (review of information available at City office) and more formal, on-site monitoring at the agency/service location. On-site monitoring may include a review of program, clientele, procurement, and financial files. If your agency is funded, more information about the monitoring processes will be provided.

General Regulatory Compliance

All activities/projects must comply with the federal regulations applicable to individual activities/projects. These regulations may include (but are not limited to): environmental review; federal procurement standards; Section 3 and Title VI; Fair Housing and Equal Opportunity regulations; lead based paint regulations; Davis Bacon and Related Acts; and federal fiscal/audit standards. Activities/projects are monitored through technical assistance, site visits, and formal on-site monitoring/file reviews.

City of Knoxville Insurance Requirements

These will be discussed in detail at the mandatory Homeless Grants TA Workshop.

Incomplete Applications

Once received, all grant applications will be screened for eligibility and completeness. Please make use of the Application Checklist provided to help you. Incomplete or ineligible applications will not be considered for funding.

Application Review and Selection

Completed applications for eligible projects will be evaluated on the following:

1. Part I. Threshold Requirements (all applications must meet these requirements)
2. Agency Capacity
 - A. Demonstrated understanding of ESG Program Component Category Requirements
 - B. Implementation Capacity (including performance on current and/or prior year projects)
 - C. Fiscal Responsibility
3. Project/Activity Considerations
 - A. Eligibility: Meets compliance requirements with relevant ESG Program Component Category(ies), including Homeless Definition Category; Eligible Activities; Ineligible Activities; Specific Requirements; and Eligibility Requirements
 - B. Demonstrated Need
 - C. Budget Evaluation
 - D. Evaluation of Quantifiable Performance Goals
 - E. Intake Process Evaluation
 - F. Program Recipient Participation
4. Meets a Local Continuum of Care (CoC) Priority:

Priority #1: If, and how, the proposed project will help people access and/or maintain appropriate, affordable, permanent housing.

Priority #2: If, and how, the proposed project would remove significant barriers to peoples' ability to access and/or maintain permanent housing.

Priority #3: Activities provide for positive, long-term outcomes for program participants, rather than outputs that measure process but not results.
5. Other Considerations, including: If an agency's activity/project is selected to receive HUD ESG funds, additional information will be required before an agreement can be executed, including: Charter; Bylaws; Mission Statement; IRS Form 990; Officers & Board List; Non-discrimination Policy; Staff Resumes and Proposed Job Descriptions for New Positions; Support Letters/Memoranda of Understanding; and W-9 form.

The ratings will be used as a guideline for project selection.

PY 2020-2021 Funding Timeline

Monday, February 3, 2020	Application packages will be available online at www.knoxvilletn.gov/development
Friday, February 7 9:00 AM	<u>Mandatory</u> Technical Assistance (TA) Workshop at Public Works Service Center, 3131 Morris Avenue, Knoxville, TN 37909. Attendance is required at the workshop to submit a Homeless Grants application
Friday, February 28 1:00 PM	Applications due to the City of Knoxville Housing and Neighborhood Development (formerly Community Development) Department office, 400 Main Street, Fifth Floor, Knoxville, TN 37902
April 1	Release of the City of Knoxville's Year One Draft Action Plan
April 1-30	Year One Action Plan Public Comment Period
May 5	Knoxville City Council votes on Year One Action Plan
May-June	Agencies provide documentation to develop draft agreement; Notice of awards of local funds are expected beginning in May, following City Council approval of the annual budget
July	Applicants notified of funding awards and agreements, pending HUD approval of funding recommendations
June 30, 2021	All Homeless Grants-funded activities/projects are expected to be concluded and expenses incurred by this date

Section 2: Submission Requirements

Submission Deadline

Original applications must be received by the City of Knoxville Housing & Neighborhood Development Department no later than **1:00 PM on Friday, February 28, 2020**. A postmark of that date will not be acceptable. Applications received after that deadline will not be accepted. Applications submitted via facsimile or electronic mail will not be accepted.

Submission Instructions

1. Submit one original signed application, including Required Exhibits, and five (5) legible photocopies for each activity/project in a sealed envelope. Photocopies should be clearly marked "copy" on their first page. Please include only the worksheets (Part III) for the ESG Program Component Category(ies) that apply to your proposed project. For example, if

you're only applying for Street Outreach, don't include the other worksheets for Emergency Shelter, Rapid Re-Housing, or Homelessness Prevention. Only one original of the **Required Attachments** and **Optional Attachments** are required.

2. Applications may be photocopied after submission. To facilitate copying, please hold each application together with a single staple, paper clip, or binder clip. Please do not heat or spiral bind your application, enclose it in a two- or three-hole punched binder or folder, utilize index dividers or cardboard tabs, or staple together individual sections of the application.
3. The application must be typed or computer-generated. Hand written applications will not be accepted. Use only 11 point or larger standard font with black ink.
4. Only white 8 ½" x 11" paper should be used for applications. Brochures and other attachments may be submitted on colored paper, cardstock, or other printed format.
5. Applications should respond to all questions and include all information requested. Maps, supporting data, and other pertinent documentation should be included when relevant.
6. Please no faxed or electronic submissions.
7. Feel free to submit your application early. If you wait and there are submission problems, no exceptions will be given for late applications.
8. Also remember, if you plan on hand-delivering your application, there is enhanced security at the City County Building doors. Parking downtown and entering the building can sometimes take extra time. Please factor that into your arrival. We will give you a receipt if you hand-deliver your application, so do not leave without it.
9. If you have questions or need help, please call us (865-215-2290)! Do not wait until the last minute, please.

For hand delivery, courier, or Federal Express submission:

Homeless Grants Application
Linda Rust, Community Development Administrator
City of Knoxville Housing & Neighborhood Development Department
City County Building
400 Main Street, Suite 515
Knoxville, TN 37902

For submission via U.S. mail, Send application and 5 photocopies in a sealed envelope addressed to:

Homeless Grants Application
Linda Rust, Community Development Administrator

City of Knoxville Housing & Neighborhood Development Department
P.O. Box 1631
Knoxville, TN 37901

The City of Knoxville may require additional information for determination of the applicant's qualifications to perform the proposed activity/project. The City will not return the application materials nor reimburse any cost of preparing the application materials.

For more information about this application and funding process, please call Hope Ealey at 865-215-2290 or email healey@knoxvilletn.gov.